

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160012-7

## REPORTS INVENTORY

CONTROL NO.

SRB 023

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

NON-CEILING PERSONNEL CATEGORIES

2. TYPE OF REPORT  
☒ STATISTICAL  
☐ NARRATIVE  
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

|                                               |          |                                   |
|-----------------------------------------------|----------|-----------------------------------|
| <input checked="" type="checkbox"/> PERSONNEL | TRAINING | ADMIN, GENERAL<br>OTHER (specify) |
| LOGISTICS                                     | SECURITY |                                   |
| MEDICAL                                       | FINANCE  |                                   |

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

QUARTERLY

6. DISTRIBUTION (No. of components not number of copies)

3

7. FORMAT (memorandum, form, computer print-out, etc.)

FORM

8. ADP PROCESSING

|                                        |                                |
|----------------------------------------|--------------------------------|
| YES                                    | IF YES GIVE ADP PROCESSING NO. |
| <input checked="" type="checkbox"/> NO |                                |

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level contributing information to report)

OP/CD/SRB

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

Non-Ceiling Personnel Report

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE   | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED | = | COST PER YEAR |
|---------|-------------|---|------------------|---|-----------------|---|----------------|---|---------------|
| GS-06-3 | 4.21        |   | 10.4             |   | 43.78           |   | 4              |   | 175.12        |

## B. COSTS OF COMPUTER PRODUCED REPORTS

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

TOTAL COSTS PER YEAR

175.12

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

OP/CD/SRB ONLY puts the data from the CONTRACT Personnel Division's report into a finished format AND publishes the report

## 14. FUTURE GOALS

15. ACTION PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS  
☐ CHANGE  
☐ DISCONTINUE  
☐ OTHER (explain)

ESTIMATED SAVINGS

|           |         |
|-----------|---------|
| MAN-HOURS | DOLLARS |
| —         | —       |

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

10-8-70

FORM 142

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(22-36-43)

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